

**PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)  
NIH - TASK ORDER**

**RFTOP# 269**

**TITLE: Writing/Editing Support for NIDDK**

**PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS**

**A. POINT OF CONTACT NAME:** Larry Manning

Phone: 301-402-3067

Fax: 301-435-8514

Proposal Address:

6011 Executive Blvd.

Rockville, MD 20892-7663

Billing Address:

Accounts Payable, OFM, NIH

Bldg. 31; Rm. B1B39

Bethesda, MD 20892-2045

**B. PROPOSED PERIOD OF PERFORMANCE:** October 1, 2005, through September 30, 2006, with one option period from October 1, 2006 to April 30, 2006.

**C. PRICING METHOD:** Firm fixed price labor hour task order

**D. PROPOSAL INSTRUCTIONS:** Proposal will be submitted electronically. Firms should submit a resume for the proposed person, and a fixed price for each hour the person is working. It is estimated that approximately 600 hours will be required for the term of the contract, but NIDDK guarantees no minimum number of hours. The heaviest concentration of time required is projected to be October 2005, and March and June 2006; approximately 80-100 hours will be required during each of these months. The optional period will need approximately 420 hours of service. Reasonable administrative and scheduling procedures will be established.

Proposal will be not more than twenty-five (25) typewritten pages in length.

**E. RESPONSE DUE DATE:** August 12, 2005 due to Mr. Larry Manning at 2PM EST. Respond via email to [manningl@od.nih.gov](mailto:manningl@od.nih.gov).

**F. TASK DESCRIPTIONS:** The Office of Scientific Program and Policy Analysis of the National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) is located in the Office of the Director, NIDDK. Among other responsibilities, the Office develops a range of written scientific and analytic documents for lay and

government audiences, and is responsible for producing written summaries of selected NIDDK-sponsored meetings, which have a scientific and/or science-policy focus.

This is to request a mid- to high-level contract person to assist the Office Director in developing, writing, and editing documents such as:

- Summaries of meetings of the National Diabetes and Digestive and Kidney Disease Advisory Council, and of other meetings as required. Specifically, the contractor support should include attendance at the meetings, production of first-draft summaries of each meeting within 4 weeks of when the meeting is held and/or review and editing of a first draft that is produced by an NIDDK staff member, and production of subsequent iterations of the summaries until they are acceptable to the Office Director. An audio transcript and a written transcript of each meeting will be available for cross-checking; however, the written transcript will be prepared phonetically by the transcriber and factual details (names, dates, etc.) will need to be checked by the contractor against primary sources, such as Internet websites. Estimated hours per year: 200.
- Summaries of NIDDK scientific advances, and other similar scientific/technical documents and reports as required. Specific tasks would include writing original summaries of scientific articles in lay language and in a format and style; substantively editing first drafts prepared by NIDDK staff, and copy editing. Primary journal articles in PDF or other format will be available to the contractor for cross-checking against draft summaries. Estimated hours per year: 160.
- Preparation of letters in response to applications to the Department of Health and Human Services for waiver of the two-year foreign residence requirement of the Department's Exchange Visitor Program. These letters typically are 4 pages in length, and present an analysis of the application for waiver and a recommendation for or against the granting of a waiver. A sample letter is available upon request. Estimated hours per year: 240.

## **G. DELIVERABLES**

Meeting Summaries: First draft summaries of NIDDK Advisory Council and other meetings.

Waiver letters: First draft letters.

Other Documents: Original first draft written summaries of scientific articles, and possibly subsequent refined drafts, and final summaries; and copy-edited documents as required.

Monthly Account Summaries: Detailed descriptions in narrative and tabular form of the costs associated with the contracted services, presented by project and, within project, by labor class.

## **F. EVALUATION FACTORS:**

The evaluation factors are in a descending order of importance with the first factor being of highest importance. All technical factors combined are of more importance than price.

1. Qualifications and capabilities of proposed individual(s). The contractor should provide writing samples that demonstrate the ability of the individual(s) to produce the kind of work required. It would be highly desirable for the individual to have doctoral level training in the biomedical sciences or experience that would be comparable to such training.
2. Corporate knowledge of the NIDDK or NIH missions and/or experience in producing documents such as those described above for other components of the NIH.
3. Price.

TO RFTOP #269

TITLE: Writing/Editing Support for NIDDK

PART II - CONTRACTOR'S REPLY: CONTRACT #\_\_\_\_\_

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST: Pricing Method: Labor Hour

TOTAL ESTIMATED NUMBER OF HOURS: 600 Base Period  
420 Option Period

PROPOSED COMPLETION DATE:

Base Period: October 1, 2005-September 30, 2006

Option Period: October 1, 2006-April 30, 2007

FOR THE CONTRACTOR:\_\_\_\_\_

Signature

Date

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**SOURCE SELECTION:**

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM  
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # \_\_\_\_\_

Appropriations Data: \_\_\_\_\_

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED:\_\_\_\_\_

FAX #

Signature - Contracting Officer

Date

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**NIH APPROVAL -**

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER  
AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS  
COORDINATOR

APPROVED:\_\_\_\_\_

Fax 301-435-6101 Signature -Larry Manning, NIH-PICS Coordinator

Date